

# Safety Procedures

## Litter Pickup for Volunteers

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Hazard Review		
<b>Moving Traffic Animals Slip, Trip or Fall</b>	<b>Poisonous Plants / Insects /Snakes Unknown / Unlabeled Substances Hidden / Sharp or Broken Objects</b>	<b>Overcrowding of Workers</b>

1. Review safety rules and guidelines, appropriate dress and other pre-pickup checks.
2. Park in areas that: provide safe entrance and exit of the pickup area; do not create potential conflicts with other vehicles and equipment operating near the work area; and provide maximum protection for workers getting in and out of the vehicles.
3. Wear appropriate personal protective clothing as described in the “Volunteers Must” section of “Safety Rules and Guidelines for Volunteers” (see backside of this sheet).
4. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
6. Know the routes to medical care in case of emergency. It is a good practice to face oncoming traffic while on foot.
7. Be aware of loose material, tripping hazards, uneven ground and other obstructions. Do not pick up in ditches.
8. Allow ample space for each volunteer to work safely.
9. Place tools in safe position so that sharp points are not exposed.
10. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
11. Be aware of hazardous materials and objects and notify proper authorities (police, your local Adopt-A-Highway coordinator or NCDOT county maintenance office).
12. Use caution when handling trash bags containing broken or sharp objects.
13. Place trash bags where they can be easily retrieved by NCDOT personnel and well clear of roadway traffic.
14. If you dispose of your group’s litter-filled bags, use proper lifting techniques when lifting trash bags.

View the “North Carolina Adopt-A-Highway Safety” video and the “Colorado Meth Lab Waste Recognition” video prior to participating in a cleanup - you can view both videos from our Web site at [www.ncdot.gov/~beautification](http://www.ncdot.gov/~beautification).

# Safety Rules and Guidelines

## All Volunteers Must:

- Wear a NCDOT approved orange safety vest.
- Wear light-colored clothing that covers arms and legs.
- Wear leather shoes or boots, gloves, a hat and safety glasses.
- Wear clothing that will not divert attention of motorists during cleanup activities.
- Wear clothing that will not impair vision or movement during cleanup activities.
- Carpool to the site to reduce number of vehicles.
- Park all vehicles clear of the roadway and on the same side of the road where volunteers are working.
- Be 12 years of age to participate in a cleanup.
- Furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 12-17 years of age.
- Pick up litter only during daylight hours.
- Stay off the road at least 5 feet from the pavement edge.
- Obey all safety rules and guidelines.
- Conduct a safety meeting for all participants prior to each cleanup and go over “Safety Rules and Guidelines for Volunteers” and “Safety Procedures for Litter Pickup” (see backside of this sheet).
- Work in small groups.
- Face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching your work area.
- Stay well clear of any construction.
- Stop work in inclement weather.
- During warm weather months, drink plenty of fluids – take breaks – avoid overexertion.
- During cold weather months, dress warmly with layered clothing.
- Be alert for snakes, stinging insects and poisonous plants.
- Avoid contact with noxious weeds and areas where herbicides were applied.
- Use proper lifting and bending techniques.

## Volunteers Must Not:

- Use or possess illegal drugs or alcohol during a cleanup.
- Pick up trash on the road surface.
- Pick up trash on bridges, on overpasses or in tunnels.
- Pick up trash on a median.
- Pick up what appears to be hazardous material or any type of container with unknown contents (notify your Adopt-A-Highway coordinator or NCDOT maintenance office if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground).
- Attempt to squeeze bags to make room for more trash (injuries from broken or jagged objects can result from this practice).

## In Case of Emergency:

- Have an adequate first-aid kit immediately available.
- Know the route from the work area to the nearest medical facility.
- Have transportation immediately available.

## For the Safety of Department of Transportation Crews:

- Group the orange bags together and where practical place them at least 8 feet from the side of the road to make the job of collecting bags easier and safer for our NCDOT employees.